

**MINUTES FOR
PROJECT ENGINEERS MEETING
Wednesday, August 7, 2002
9:00 am. Conference Room 'C'**

1. CADD & PC Update..... Randy Bissette
See Handout for link to the Project Manager for Soils and Foundations. Server cleanup went well and we now have more storage space. Budget has all new equipment on hold. Randy is moving existing machines around as needed.
2. Branch Staff Meeting.....Greg Perfetti
See attached copy of minutes.
3. Requests for Electronic Files Ricky Keith
See handout. Also please work any field issues through the Resident Engineer and do not respond directly to the Contractor. Make sure the Area Structure Engineer is kept in the loop as well.
4. Railroad Issues Allen Raynor
Be careful that we have all information requested by the railroad on our submittals to them. If you have questions, see Allen. We want to keep a good working relationship with them. Make sure Roadside Environmental is involved on erosion control issues. Be proactive in your dealings with the railroad. Make sure we have everything covered.
5. 1-800 Calls Darlene Yarborough
We have had a large amount of these calls being made in the Unit. They have added up to a lot of time. Please try to limit your calls.
6. Outgoing mail Darlene Yarborough
If you are still receiving mail with P. O. Box 25201, Raleigh, NC 27601, please inform the sender of our address change. All correspondence should be mailed to 1581 Mail Service Center, Raleigh, NC 27699-1581. Please put all outgoing mail in Violet's box for mailing. Outgoing mail needs to be sent either with the MSC number or Courier number depending on the location. Violet will handle this.
7. Other
FR-11's – Turn in to Yulonda no later than 5:00 PM on Tuesday following payday through PP 043 (ending August 16th). Beginning with PP 053 FR-11's need to be entered turned in no later than 5:00 PM on Monday following payday. It is very important that FR-11's are entered as noted.

GRP – Look for cored slab projects that we can use 3' Ø drilled shafts on.

Removal of Existing Structure – Large concrete arch type structures over streams will require a special provision for removal. Betsy Cox has an example. Please involve Area Structure Engineer and Environmental Agency personnel if required.

8. Project Group Issues Open
Ramesh – TVA submittal was sent to area and had to be forwarded to correct location. Allen will check to make sure the contact is correct.